

TENANT NEWS

February, 2002

Provided By Capitol Complex, Division of Central Services,
Department of Personnel and Administration
February 25, 2002

A NEWSLETTER FOR OUR CAPITOL HILL CAMPUS, KIPLING CAMPUS, NORTH CAMPUS AND GRAND JUNCTION CAMPUS TENANTS

If you know of anyone in your building or elsewhere that should be receiving the **Tenant Newsletter** and is not, please ask him or her to contact Christina Silvas at christina.silvas@state.co.us. The newsletter is an electronic publication; recipients must provide an e-mail address in order to receive a copy.

CAPITOL ACCESS

State Patrol is now requiring all visitors to access the State Capitol building through the South (14th and Sherman basement doors) and East (Grant side 1st level) entrance. For safety measures metal detectors have been placed at both entryways. Please note that State employees with State I.D. cards are able to bi-pass this process. The South entrance is open from approximately 6:45 a.m. – 5:00 p.m. and the East entrance is open from 7:30 a.m. – 4:00 p.m.

STATE I.D. CARDS REMINDER

Due to security measures the Division of Central Services is now requiring a valid drivers license or State DMV issued photo ID card to obtain a new State ID card. We are also asking you to surrender expired State ID cards prior to receiving your new card. Failure to provide the requested information will prevent new cards from being issued. Thank you for your cooperation.

BUILDING CONTACTS

At this time we are still looking for more building contacts for our tenant contact list. This list of individuals notifies tenants of events occurring in your buildings. If you are interested and would like to be on the tenant contact list, please notify Christina Silvas by e-mail @ christina.silvas@state.co.us.

NEW CAPITOL COMPLEX SERVICE

Please let us know what you want painted or carpeted and your budget. We can take it from there. Your agency must transfer the funds through an inter-agency transfer and we will manage the project. This would include determining cost, taking bids, choosing the vendor, project labor, management and accounting. If you need additional information, please contact Frank Lombardi at 303-866-5816

UTILITIES:

Utility and water costs continue to increase. We make every effort to maintain a comfortable working environment in our buildings. However, resources are limited so please try to conserve energy use whenever possible. Turn computers, lights, and fans off when you are not in the room and/or when you leave for the evening. Also, turn off any office equipment that does not need a constant supply of electricity. Thank you.

PARKING

Please Report:

If you find that an individual has parked in your space, you need to find alternate parking outside of your parking lot. DO NOT park in another open space within your lot. After finding an alternative parking space please contact Lucy Arellano at 303-866-4356 immediately with a description of the vehicle and license plate number. At that time we will do everything we can to have the car removed so that you may return to your space. Thank you.

Decals:

If you are currently parking in a State parking lot, please make sure that your decal is attached to your rearview mirror and is visible from the outside. If your decal is not attached or visible from the outside you will be ticketed. If you have misplaced or lost your decal, it can be replaced for a \$5.00 fee. Please contact Lucy Arellano at 303-866-4356 or e-mail her at lucy.arellano@state.co.us. Thank you.

Please Be Aware:

The penalty for parking violations has been increased to \$20.00 effective January 15, 2002. This was approved through the City and County of Denver. Hopefully this will deter people from illegally parking in State lots. Please be aware that violators will be ticketed for the following violations; expired meters, missing or outdated decals, and unauthorized parking space usage (including parking in loading zones or spaces assigned to other employees). If you have any questions, regarding this matter please contact Lucy Arellano at 303-866-4356 or e-mail her at lucy.arellano@state.co.us. Thank you.

1570 Grant:

The gates have been installed for the parking lot. However, due to the work being done to the ramp in front of the building the gates will remain up. As soon as the work is complete the gates will go down. Lucy Arellano will be contacting those individuals who have been assigned parking spaces with codes for the gates. If you have any other questions, or concerns please contact Lucy Arellano at 303-866-4356 or at lucy.arellano@state.co.us.

Temporary Parking:

The definition of temporary parking is “a daily parking space for individuals having a short-term disability” (please bring in your handicap-parking permit for verification). In addition, the legislature and any state employee visiting state government offices may use these spaces. These reserved parking spaces are not to be used for personal business at any time. Temporary parking can be found in the south “F” yellow lot, located behind the Education building (201 E. Colfax.) An application for temporary daily parking must be completed. Please contact Lucy Arellano at 303-866-4356 or e-mail her at lucy.arellano@state.co.us.

ACCESS CODES

Applications for building access codes can be faxed to the Colorado State Patrol Communications Center at 303-866-2427 or mailed to 1341 Sherman St., Denver, 80203. Applications are available at that address or from the state web page. If you have any questions, you may call the Communications Center at 303-866-3660. They are available 24-hours a day. If applications are not filled out properly, they will be returned to you, slowing down the process.

ROUTINE ISSUES

Building Alterations:

If you plan to make any alterations to buildings overseen by Capitol Complex, please contact Frank Lombardi, 303-866-5816, before proceeding. The Capitol Complex staff can help determine suitability of the proposed changes

Work Requests:

If you complete a work request, we will assist you in estimating the cost of a job and determining its feasibility. All Procurement and Fiscal Rules MUST be met prior to engaging any contractor. While we may provide you with an estimate from a specific vendor, this does not mean that the vendor has been approved to complete your specific request. Please call 303-866-4357 for information regarding your work order request.

Unsafe Condition Reports:

If you have found unsafe conditions in your building, please contact Capitol Complex to obtain an "unsafe condition report" form. For more information, contact our helpdesk at 303-866-4357 (866-HELP.)

REMOVAL OF SURPLUS PROPERTY

- In the Denver Metro area: go to the CSPA web site at www.cjvpcom and complete the form. Forms should be faxed to Paul Clark at 303-320-1050.
- Grand Junction tenants are advised to call Bob Forshey at 303-321-4012 for assistance.
- Please do not attempt these transactions during the third week of any month, as CSPA is extremely busy that week preparing for auctions.

CONSTRUCTION PROJECTS:

North Campus Renovation: The mailroom addition is now complete. The general contractor is currently working on punch list items. Additional work in the employee parking lot is scheduled to occur once the weather starts warming up. Expected start time is in the spring.

Continuing projects:

Capitol Life Safety: Construction began in the subbasement of the Capitol in October and is now complete. These improvements included the sprinkler system and fire resistive wall construction. Future life safety upgrades will be conducted in phases during legislative off-sessions. We are working with the stakeholders to determine the best method to conduct the construction during the legislative off-sessions.

Centennial Building Mechanical Systems: The VAV replacement project has been awarded to Westland Construction. We anticipate the contractor will begin working on the 8th floor at the end of March or first part of April.

State Office Building: The fire pump re-powering project is underway. The fire and jockey pumps will be connected to the emergency generator and a new fire pump motor controller will be installed to comply with the National Electric Code requirements. Tenants should not be affected by the construction activities, which began in July. Construction work will be done in the electrical and fire pump rooms located in the basement of the building. All power shutdowns will be scheduled after-hours or on weekends to minimize tenant disturbance. Tenants will be notified in advance regarding power shutdowns.

Construction Continued

1570 Grant Street Building: Construction is nearing completion on this newly purchased building at the SE corner of Grant and 16th Avenue. We are upgrading the infrastructure and constructing workspaces for the Department of Revenue and the Department of Health Care Policy and Finance. They will use this building as swing space while we make the life safety improvements to the Capitol Annex Building.

Additional Construction Projects:

In addition to those projects under construction, we currently have 16 projects in various stages of design, most of which will begin in 2002. We will provide additional summaries as these projects begin.

AROUND THE COMPLEX

UPCOMING CAPITOL EVENTS

Rick Stanley for Senate will conduct a demonstration for a monthly bill of rights celebration, on **Saturday, February 20th** on the west steps of the Capitol between the hours of 11:00 a.m. and 2:00 p.m.

The Colorado Association of Nonprofit Organizations will hold a special event to begin celebration of Colorado nonprofit week to raise visibility of Colorado's nonprofit organizations, on **Monday, March 4th** on the west steps of the Capitol between the hours of 8:00 a.m. and 12:00 p.m.

The Colorado Association of Nonprofit Organizations will hang a banner from the Capitol for Colorado nonprofit week; on **Monday, March 4th** it will hang through **Monday, March 11th**.

Representative Debbie Stafford will hold a prayer service in remembrance of the September 11th tragedy, on **Monday, March 11th** on the west steps of the Capitol between the hours of 12:00 p.m. and 12:30 p.m.

Representative Debbie Stafford will hold a prayer service in remembrance of the September 11th tragedy, on **Friday, March 22nd** on the west steps of the Capitol between the hours of 12:00 p.m. and 12:30 p.m.

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PLANNING A CAPITOL EVENT? When planning to host an event at the Capitol building, please be aware that you must provide people to help with setup (e.g. setting up chairs and tables). Capitol Complex Maintenance can assist you with connecting electrical outlets and, if need be, other preparations. We ask to be given a minimum of two (2) business days' notice, so we can be adequately prepared. Please contact our main office to schedule our assistance.

TENANT INFORMATION

If you need to have furniture or cubicles moved, contact Correctional Industries at 303-273-1621.

If you need service or assistance, please call our receptionist at 303-866-4357. During normal business hours, Monday through Friday (State holidays excepted) 8 a.m. to 5 p.m., our receptionist will log your service request for tracking purposes and forward your request to our repair and maintenance staff. After normal business hours, the Capitol Communications office will log the request and relay it to our office staff the next business morning. In the case of after-hour building emergencies, once your call is received the Communications Center will page the necessary staff who will respond as quickly as possible. **In the case of fire or a personal emergency, please call 9-911 for assistance; make sure to provide your specific location. Once the emergency dispatcher has been contacted, if possible, please contact our offices.**

DO YOU HAVE QUESTIONS?

Tenant Relations - Christina Silvas. Services include event permits and coordination, tenant newsletter, tenant notices, tenant meetings, recycling training and complaints/suggestions. Christina can be reached at 303-866-4321 or by e-mail at HYPERLINK mailto: christina.silvas@state.co.us

Property Maintenance Manager - Frank Lombardi. Services include oversight of the maintenance managers in charge of all Capitol Complex maintenance functions. Functions as the Department of Personnel and Administration ADA Coordinator and should be contacted for any environmental health and safety issues.. Frank can be reached at 303-866-5816 or by e-mail at HYPERLINK mailto:frank.lombardi@state.co.us frank.lombardi@state.co.us

Building Repair and Maintenance Services - Rob Morris Manages the routine maintenance, plumbing, HVAC and electrical sections of Capitol Complex. He can address your electrical, elevator, plumbing, lights, HVAC and general maintenance questions. Gary Yeager is our team lead that can address your janitorial, pest control, waste disposal, snow removal and landscaping questions. Repair and Maintenance Services include janitorial, snow removal, waste disposal, pest control, electric energy management, tenant and building electric system/service alterations, elevator service, as well as energy management, tenant and building steam and chilled water (cooling) system and service alterations, plumbing service and alterations, and general maintenance. Rob can be reached at 303-866-2056 or by e-mail at HYPERLINK mailto:rob.morris@state.co.us. Gary can be reached at 303-866-2007 or by e-mail at HYPERLINK mailto:gary.yeager@state.co.us.

Construction Design and Management - Ric Conard. Services include tenant/building construction design and project management and coordination, space planning and architect/engineer consulting coordination; tenant occupied space and building floor plan computer drawing services. Ric can be reached at 303-866-5458 or by e-mail at HYPERLINK mailto:ric.conard@state.co.us.

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Capitol Complex Rental and Parking Billing – Janice Benton. Services include rent and parking invoicing. Janice can be reached at 303-866-2161 or by e-mail at janice.benton@state.co.us.

Accounting and Budgeting – Audrey Aultman. – Audrey can be reached at 303-866-2433 or by e-mail at audrey.aultman@state.co.us.

Deputy Director– Linda Summers. – Linda can be reached at 303-866-3975 or by e-mail at linda.summers@state.co.us.

Director – Rick Malinowski. Rick can be reached at 303-866-3970 or by e-mail at rick.malinowski @state.co.us.

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